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MEMORANDUM FOR: Acting Deputy Director for Administration
 THROUGH: Deputy Director for Science and Technology
 FROM: M. Corley Wonus
 Director of Technical Service
 SUBJECT: Office Accommodations of the Office of Technical Service (OTS) (U)

1. The Headquarters of the Office of Technical Service is housed in three buildings, commonly referred to as East, Central and South Buildings, across 23rd Street from the State Department in the Naval Hospital area. [redacted] are located in these buildings. Although old, these are lovely buildings, situated in one of the most elegant parts of the northwestern District of Columbia, and potentially offer some of the best accommodations available to the Federal Government. However, these buildings are maintained by the General Services Administration (GSA), and because of the gross negligence of that organization in maintaining these buildings, they now represent possibly the worst accommodations in the Washington area. (C)

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2. This situation has reached a point where some action must be taken, primarily because of the impact of these working conditions on the productivity and morale of the OTS people, plus the safety and health factors involved. These conditions have been well-defined in the past, the most current official finding presented in the recent I.G. survey of OTS. I wish to emphasize at this point that Jim McDonald and his people have focused an unusual amount of attention on these problems, and I am most grateful for their efforts, but it is apparent that the GSA system must be approached at a higher level if we expect to get any relief from the present conditions. (C)

3. Some of the perplexing problems we find it necessary to live with are as follows: (U)

- a. The environment within the buildings is harsh, in both winter and summer. For example, citing some recent statistics, the heat was turned off in East Building at noon on 16 and

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19 January for no apparent reason. On 19 January at 0800 the temperature in Room 266B was 40 degrees (F) and at 1400 on that date it was 58 degrees (F). Heat is rarely on in East Building after 1500, no matter what the outside temperature is. We have found, incidentally, that this problem may relate to the fact that this element of GSA has not yet received its GSA Energy Conservation Award, and that this "conservation" effort is related to their making a maximum effort to justify such an award.

- b. A high percentage of the internal areas of all three buildings is in bad need of paint, or as a minimum, in bad need of sufficient and sustained cleaning. Litter, dirt and unsightly trash cans are common features of our hallways, stairwells and external grounds. These and other features are clearly contrary to acceptable health and safety rules and regulations.
- c. The exteriors of the buildings are in similarly shameful shape. The grass is rarely mowed during the summer months, and weeds are permitted to grow to heights of 4-5 feet before they possibly receive attention, if at all. I am advised that my own people have been forced to chop down weeds around their buildings in order to see out the window.
- d. The exterior trim of Central Building is badly in need of paint. OTS people find it difficult to believe that sufficient funds are not available to improve the external appearance of the buildings, since we watched last summer as a beautiful \$40,000 granite ramp for the handicapped was added to the South Building. (Handicapped people frequenting South Building have great difficulty using the ramp because it is not wide enough.)

4. I could go on with a long list of deficiencies such as this, but I believe the foregoing is sufficient to show that OTS personnel are forced to work in an environment significantly below the standards

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of other Agency Headquarters personnel, a condition we all find difficult to understand. Over the many years of the existence of this Office the OTS (TSD) people have established themselves as highly dedicated, professional people who consistently contribute in a very significant way to the overall mission of this Agency, and accordingly, I (and they) believe that they should be treated with the same respect and attention as their associates in other parts of the Agency. For example, I have been advised that some of our key officers are actually ashamed to have their contractor personnel visit them because of the shameful state of their office facilities. (U)

5. OTS people have great difficulty understanding why the situation must remain as it is because they are fully aware of the environments in which their associates in other parts of the Agency and government work. For example, we assume we are paying the same rates for GSA support as State and the adjacent Naval Hospital area, yet, on a daily basis as we pass those facilities, we see that they are obviously maintained with the greatest of attention. Having other properly maintained government installations in our immediate area, with high visibility to our OTS people, tends to add insult to injury. OTS people are obviously being treated as if they were "second class citizens", and for a number of reasons, including their high degree of professionalism and dedication, they deserve more attention and respect from senior Agency management. (U)

6. Because of a variety of factors, OTS management over the years has been faced with a difficult task of maintaining morale within the ranks and also in the past has had difficulty retaining strong technical people. I am faced with these same problems which have confronted my predecessors. The foregoing factors contribute in a rather significant way, I think, to both these problems. This depressing work environment will continue to contribute to these problems, as it surely has in the past. (U)

7. This matter may be simply summarized. The highest levels of Agency management have not been persistent enough with GSA, and as a consequence, one of the most productive elements of this Agency now resides in distinctly substandard accommodations, an embarrassing situation which impacts in a significant way on the morale, productivity and pride of some of the most outstanding professionals in our business. This situation has undoubtedly had an adverse impact on the net effectiveness of OTS in the past, and that negative impact will continue as the situation continues to worsen. (U)


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legislation relief, we will continue during the coming session of Congress to significantly reduce the types of intelligence information subject to FOIA.

C. How to Overcome GSA Inadequacies and Provide
the Required Level of Support to Agency Activities

GSA's historical unresponsiveness to CIA requirements has forced this Agency to use its staff to augment GSA responsibilities-- professional personnel that could be more effectively utilized in directly accomplishing CIA tasks. A recent DDA-initiated study recommends that the Agency strive for a GSA delegation of certain specific authorities. We already exercise delegated authorities in ADP Procurement and in the acquisition of office space up to 5,000 square feet. We intend to pursue our recommendations to receive delegation of specific authorities from GSA for such activities as acquisition of leased space, reimbursable work, and maintenance [REDACTED]

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D. New Building on the Headquarters Compound

In the next year, we will pursue the establishment of a Building Planning Staff whose purpose will be to begin a program of external building consolidation in new facilities on the Headquarters Compound. Activities at 12 buildings (6 separate locations) in Metropolitan Washington, D.C. would be consolidated on the Headquarters Compound with resultant increased efficiency, productivity, security enhancement, and reductions in day-to-day operating costs.

VI. Areas of Anticipated Decision Requirement in
February-April 1981

Appointment of a Deputy Director for Administration

VII. Problems Unique to the Directorate or Office
That Need Attention Over the Longer Run

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B. Information Handling

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